

AGRICULTURAL MARKETING SERVICE
Office of the Deputy Administrator, Marketing Programs
Cotton Division
Grading Branch
Classing Office
WL-3501-02 HVI Operator Leader
Quality Control Coordinator

SJ CN25QC

I. INTRODUCTION

The Classing Office carries out assigned Cotton Division programs within a designated geographical area. Programs include the classification of cotton, market new services, statistical procedures incidental to quality estimates of the cotton crop and annual carryover, cottonseed sampling, and other marketing and allied regulatory responsibilities.

The incumbent, as a working leader of HVI Operators, carries out assignments in support of the cotton classing operations. As such, the incumbent provides technical guidance for 6 to 20 employees (WG-3501-1s and 2s). The incumbent also serves as coordinator for all quality control data in the classing office on a shift of operation.

II. RESPONSIBILITY

Orients and trains newly hired HVI Operators, maintains continuous supervision of production and review of work already completed. Checks work of employees for conformance to established standards. Distributes and balances workload among the employees. Reports to supervisor on performance and disciplinary problems and makes suggestions as requested concerning promotions, reassignments, recognition of outstanding performance, etc. Makes recommendations to supervisor as to number of employees needed from day-to-day. Initially receives complaints of subordinates, resolving very simple ones and referring others to supervisor. Checks working conditions of employees such as seating, lighting, ventilation, safety, etc.

Checks work of the HVI operators while in progress and when finished to see whether the supervisor's instructions on work sequence, procedures, methods, and deadlines have been met.

Works along with HVI operators in setting the pace and demonstrating proper work methods. Keeps a record of number of samples classed by each HVI line. Reports to supervisors on status and progress of work, and causes of work delays.

Insures that all High Volume Instrumentation (HVI) production lines for which the leader has responsibility are adequately adjusted and calibrated before the operation begins.

Makes calibration adjustments, as necessary, on the instruments. Recognizes situations requiring the services of an Instrument Mechanic.

Quality Control

Monitor's the shift's Quality Control HVI checklot results to identify bias trends by line/or operation and consistency/inconsistency with in-house checklot results.

Monitors in-house checklot results throughout the shift for acceptable levels. Ensures that they comply with instructions. Determines appropriate action based on these monitoring results.

Uses personal computer to provide results for shift operations of in-house checklots. Plots measurements and tallies charts/graphs from same results.

Monitors checklot information received from the Quality Control Section. Data for HVIs is analyzed and the findings reported to the shift supervisor in a concise format.

Compares shift results with office results and Division results and provides comparisons to shift supervisor.

Monitors results by operators in an effort to identify possible problems in operation technique.

Monitors room temperature and humidity. Monitors cotton moisture as presented by line supervisor.

Maintains a record of HVI line offsets by time and date.

Maintains a record of current calibration cottons and checks individual line calibration values.

Prepares reports for shift supervisor.

III. SKILLS AND KNOWLEDGE

Employee must have full knowledge of the HVI operation, be able to make standard calibration adjustments, and know when repairs to the instruments are necessary.

Ability to oversee 6 to 20 employees, control the work flow of the HVI line, and insure that production and accuracy goals are met.

IV. PHYSICAL EFFORT

The work requires light physical effort such as standing, walking, bending, lifting, placing light samples (6 oz.) on workspaces, cleaning work stations, and making minor adjustments with small hand tools.

V. WORKING CONDITIONS

The worker is exposed to drafts, noise, dust, and cotton lint. Incumbent may have to stand for long periods on concrete floors.

VI. JOB CONTROLS

Supervision and Guidance Received:

Supervision is provided by the Shift Supervisor, who assigns tasks to be done, gives initial instructions in work methods to be followed, and reviews work on a spot-check basis for satisfactory rate of accomplishment and accuracy.